

State of California
DUTY STATEMENT

MSH3002 (Rev. 2/25/2021)

Department of State Hospitals

Box reserved for Personnel Section

		RPA Control No.#	C&P Analyst Approval FA	Date 2/25/2021
Employee Name		Division Department of State Hospital - Metropolitan		
Position No / Agency-Unit-Class-Serial 487-		Unit		
Class Title LICENSED VOCATIONAL NURSE (Safety)		Location		
SUBJECT TO CONFLICT OF INTEREST CODE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R20	WORK WEEK GROUP 2	PAY DIFFERENTIAL	WORKING HOURS

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under clinical direction of a Registered Nurse and under general supervision at DSH- Metropolitan, in a program providing care to patients; provides a basic level of general nursing care to patients emotional or developmental disabilities, or visually impaired, medically ill, or infirm patients; and does other related work.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
40%	DIRECT SERVICES/TREATMENT ACTIVITIES <ul style="list-style-type: none"> Act as a co-group leader under the direction of a Registered Nurse. Use therapeutic nursing interventions and modalities to assist patients in regaining and improve physical adaptive skills and decrease maladaptive behavior. Assist rehabilitation therapist; occupational, recreational, and industrial therapy programs for patients. Motivates and assist patients to develop self-reliance in activities of daily living. Escort patients to medical appointments Collects and records subjective and objective data on admission to the unit Validates current health care needs, anticipates new needs Observes and recognizes overt and subtle signs of physiological change and reports observations to the RN and shift lead. Discusses with resident and significant others their perception of health care problems. Applies sound physiological, psychological, psychosocial, and environmental principles in implementing nursing care interventions. Collaborates with healthcare team members to collect and share data. Administers medications and treatments in compliance with nursing policy/procedure. Observes and intervene in instances of disruptive or assaultive behavior Promptly report any adverse behavior, patient abuse or suspected abuse by staff

OBSERVATION/RECORDING (DOCUMENTATION)

30%

- Initiates the nursing assessment form by entering observations.
- Collect and document in the interdisciplinary notes data such as vital signs, patient's behavior, response to medications, nursing care and treatment plan.
- Assists the RN in completion of the nursing assessment as directed
- Documents observations, interventions, and individual responses in the medical record.
- Completes daily and weekly documentation as directed to include a review of all physical and mental problems, nursing care, interventions, individual participation and response, and progress/deterioration.
- Participates as part of the treatment team with other disciplines by contributing to the overall treatment program for the patient.
- Report significant change in patient's behavior and health status to the registered nurse, the shift lead and document.
- Observes safety and security measures and initiates/assists in security activities
- Participates in unit safety inspections

PROVISION OF EMERGENCY CARE

25%

- Is knowledgeable of unit and hospital emergency-care equipment and techniques.
- Demonstrate competent and safe utilization of unit and hospital emergency care equipment and techniques
- Takes appropriate action in emergency situations.
- Demonstrates and exercises skills in identification and responding to crisis management of behaviors to protect people and property.
- Responds to all emergency alarms in the assigned response area.
- Knows the individual's role in the hospital and unit's disaster plan.

MEDICATION/TREATMENT

- Within the scope of licensure and certification, performs nursing procedure such as administering medications and treatments, including oral medications, hypodermic injections, blood glucose monitoring (finger sticks), urine catheterization, enemas, taking and charting vital signs.
- Observe for side effects and adverse reactions of medications of medications administered
- Document observations and initiate appropriate interventions/notifications

CONTINUOUS PERFORMANCE IMPROVEMENT

- Participates in professional activities that promote and advance nursing practice
- Attends in-service classes
- Participates in Continuing Quality Improvements process and monitors indicators.
- Provides information to authorized individuals or committees as assigned.

MARGINAL FUNCTIONS

5%

- Monitor patient's laundry on units
- Unit clean up after hours
- All other duties and special projects as assigned consistent with this classification.

Other Information	<p>SUPERVISION RECEIVED The Licensed Vocational Nurse works under the direction of a designated shift supervisor, the clinical supervision of the Registered Nurse and the general supervision of a Unit Supervisor or Supervising Registered Nurse.</p> <p>SUPERVISION EXERCISED</p> <p>N/A</p> <p><u>KNOWLEDGE AND ABILITIES</u></p> <p>KNOWLEDGE OF: Fundamentals of nursing care; including medication administration; general nursing procedures and techniques involved in the care of individuals who are physically ill; principles used in caring for the immobile individual; medical terminology; hospital routine and equipment.</p> <p>ABILITY TO: Perform nursing procedures as regulated by licensure and certification; observe and document symptoms and behavior; maintain records and prepare reports; gain the interest, respect, and cooperation of patients; work effectively with patients and the interdisciplinary treatment team; function effectively in an emergency situation; and practice universal precautions.</p> <p><u>REQUIRED COMPETENCIES</u></p> <p>PHYSICAL The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.</p> <p>SAFETY Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.</p> <p>CULTURAL AWARENESS Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.</p> <p>CPR Maintains current certification.</p> <p>SITE SPECIFIC COMPETENCIES</p> <ul style="list-style-type: none"> • Knowledge of formulary medication and side effects • Knowledge of HIPPA standards for individual privacy • Medication administration and skills • Diabetic monitoring and testing <p>TECHNICAL PROFICIENCY (SITE SPECIFIC)</p> <ul style="list-style-type: none"> • Basic computer skills • Medical equipment usage as appropriate • Oxygen therapy • Ostomy care, tracheostomy care
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LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- **Possess and maintain a valid license to practice as a Professional Licensed Vocational Nurse in the State of California.**

TRAINING - Training Category = Type II General

The employee is required to keep current with the completion of all required training

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

WORKING CONDITIONS**EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and can safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date

